



Departmental Quarterly Performance Report

Department Name: Office of Safe Neighborhood Parks

Reporting Period:

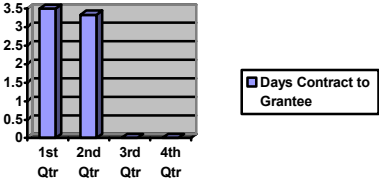
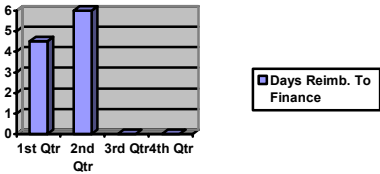
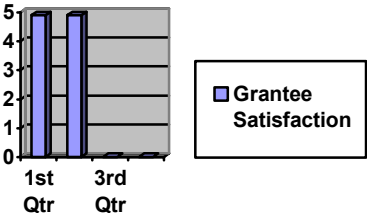
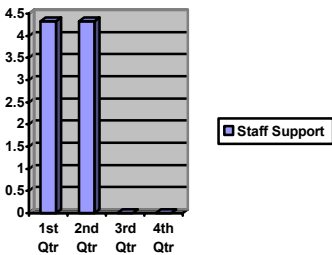
FY 02/03

2nd Quarter

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status	Check all that apply
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> RC-2 Develop contracts and amendments with Grantees for disbursement of bond proceeds and interest earnings within 6 days following authorizing action.</p>  <p>Days Contract to Grantee</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> RC-2 Upon submission of complete and accurate reimbursement requests from Grantee, submit payment request to Finance within 9 days.</p>  <p>Days Reimb. To Finance</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> RC-4 Maintain a 4.5 (out of 5.0) satisfaction rating for staff support/service by the SNP Oversight committee.</p>  <p>Grantee Satisfaction</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i> RC-4 Maintain a 4.3 (out of 5.0) satisfaction rating by the SNP Grantees.</p>  <p>Staff Support</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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Personnel Summary

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	4	5	4	1	4	1				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies
 NONE

C. Turnover Issues
 NONE

D. Skill/Hiring Issues
 NONE

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)
 OSNP funds one (1) temporary Clerk II in Miami-Dade County Park & Recreation
 Department up to \$24,000.

F. Other Issues
 NONE

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦								
♦	440,882	498,000	124,500	96,771	249,000	202,342	46,658	41%
♦								
♦								
Total	440,882	498,000	124,500	96,771	249,000	202,342	46,658	41%
Expense*								
♦ Personnel	354,648	405,000	101,250	85,875	202,500	171,605	30,895	42%
♦ Operating	86,142	93,000	23,250	10,896	46,500	30,737	15,763	36%
♦ Capital	92	0	0	0	0	0	0	0
Total	440,882	498,000	124,500	96,771	249,000	202,342	46,658	41%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
• 380/38A	7,841,724	6,271,017	3,401,829	*	*
• 380/38B	7,339,533	7,461,705	6,967,244	*	*
• 380/38C	17,171,158	16,361,812	15,324,704	*	*
• 380/38D	24,072,144	21,184,133	17,463,071	*	*
• 380/38E	0	11,375,981	7,407,476	*	*
Total	56,424,559	62,654,648	50,564,325	*	*

* SNP funds are restricted capital improvement bond funds, disbursed on a reimbursement basis. Unable to project reimbursement requests from Grantees on a quarterly basis.

Comments:

1 – Revenues drawn down only to cover expenses

2 – Budget includes Const. Manager 1 position not filled, which is partially offset by reclassification of Accountant 1 to Administrative Officer 2

3 – Approximately 33% of all operating expenses are incurred in the 4th Quarter (general administration cost, annual audit, final rent expense)

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

NONE

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date_____

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Transfer Miami Lakes Park to the town of Miami Lakes and eliminate the associated position	Park and Recreation	Completed. Miami Lakes Park was transferred to the Town of Miami Lakes by Board of County Commissioners (BCC) on March 11, 2003, resolution R-219-03. The associated position was eliminated. The Town of Miami Lakes will work with the Dade County School Board on an agreement for the joint use areas. The Parks Department is currently negotiating a contract with the Town of Miami Lakes for landscape maintenance.
Begin surveying and repairing all outdoor electrical and lighting infrastructure at 121 park facilities	Park and Recreation	The Electrical Safety Survey Project has two phases: Phase 1 (69 parks): Priority 1 & 2 Parks Survey. Targeted completion is May 2003. As surveys are completed, the consultant submits an interim report for emergency repairs if any. The emergency repairs are coordinated by the Construction and Maintenance Division (Kendall Shops). Phase 2 (75 parks): Priority 3 Parks Survey. Targeted completion approximately 190 days (6 - 7 months) starting on June 2003 and planned completion by February 2004 (including Miami Metrozoo survey). Emergency repairs will be handled the same way as in Phase 1. The surveys for phase 1 and 2 are planned to be completed by May 2003 and February 2004, respectively. Since it is not known at this time how many repairs are needed, it is difficult to determine when the actual repairs will be completed. In addition, the complexity of some repairs may require sub-contractors. We hope to have all repairs completed in FY2003-04.
Complete Aviary at Metrozoo	Park and Recreation	Construction is expected to be completed in the Third Quarter FY 2002-03. Grand opening is May 3, 2003.
Complete Metrozoo monorail renovations	Park and Recreation	Monorail renovations are being coordinated by the GSA Elevator Engineer and his estimate is to spend less than \$100,000 this year. Delays from that office in developing the RFP were much of the reason for the delay. Expected completion in FY 2003-04.
Hire a marketing position	Park and Recreation	The Marketing position for the Arts and Culture Division will be hired in the Third Quarter FY 2002-03.
Operate new or expanded facilities - African Heritage Cultural Arts Center (2 new positions), Miller's Pond Park (2 positions), Ruben Dario Park (2 positions), Tropical Park (1 position)	Park and Recreation	African Heritage CAC hiring is pending the completion of the Music Hall addition. Miller's Pond Park - first position was hired in April 2002 and second position was hired in January 2003. Ruben Dario - first position was hired in May 2002 and second position to be hired in Third Quarter FY 2002-03 (interviews scheduled for end of March 2003). Tropical Park - initiated recruitment and plan to hire by Third Quarter FY 2002-03.
Operate new or expanded facilities - Kendall Indian Hammocks and Kendall Soccer (1 position)	Park and Recreation	As of the Third Quarter FY 2001-02, operating and maintaining the lighted soccer field at Kendall Indian Hammocks. Kendall Soccer - hiring is pending the completion of the field center, which is anticipated in Third Quarter of FY 2002-03.
Complete mangrove boardwalk, People's Dock, and other improvements at the Deering Estate	Park and Recreation	Mangrove Boardwalk construction was completed in the First Quarter FY 2002-03. The People's Dock construction was delayed due to a Notice of Default to terminate contractor due to lack of payment to subcontractors. The project is on hold pending re-bid.

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Begin Phase I construction of an expanded marina at Haulover Park	Park and Recreation	The Permitting and Bid/Award process is expected to be completed by the Third Quarter FY 2002-03. A preliminary estimate for the completion of phase 1 construction is Fourth Quarter FY 2003-04.
Purchase retractable bleachers for Crandon Tennis Center	Park and Recreation	Bid Protest went to administrative judge who ruled in favor of the protest. Item went before BCC in Feb. 2003 with the Manager's recommendation that County negotiate a contract with low bidder. BCC unanimously rejected this proposal and threw out the bids and the finding of the administrative judge. At 3/11/03 BCC, motion passed to reconsider based on bidders willingness to make restitution to the County for past default (\$80,000). Scheduled for the 4/8/03 BCC meeting. A new invitation to bid was approved for advertisement by committee on 3/6/03 and is slated to go to BCC on 4/8/03.
Purchase and install playground at Arvida Park (project being changed to playground, access, and walkway)	Park and Recreation	Access control and signs were completed in the Third Quarter FY 2001-02. The walkways were completed in February 2003. Landscaping improvements (perimeter trees) are expected to be completed by Fourth Quarter FY 2002-03. Additional improvements contingent upon QNIP3 funds requested.
Continue improvements to Country Village Park	Park and Recreation	Request to Advertise was submitted March 18, 2003. A preliminary estimate for construction completion is First Quarter FY 2004-05.
Continue improvements to North Trail Park	Park and Recreation	Playground and sodding was completed in the First Quarter FY 2001-02. The parking lot and planting of perimeter trees were completed in the Third Quarter FY 2001-02. Landscaping and parking lot restriping are expected to be completed by the Third Quarter FY 2002-03. Recreation Center is currently in the design phase.
Construct a parking lot to provide parking at Brothers to the Rescue Park	Park and Recreation	A temporary parking lot was completed by October 11, 2002. An Interlocal Agreement with the City of Coral Gables and a sub-lease with the Police Benevolent Association (PBA) will be required. The language and terms for the Interlocal and sub lease agreement is currently under review with the County Attorney and City Attorney.
Develop Carol City Community Center Youth Educational and Sports Center (multiyear project)	Park and Recreation	Community Center: Design completion expected by Fourth Quarter of FY 2002-03. The permitting, bid and award process duration is approximately nine months and construction duration is approximately two years. A preliminary estimate for construction completion is First Quarter FY 2005-06.
Construct a new beach maintenance facility at North Shore (multiyear project)	Park and Recreation	A draft of the Interlocal Agreement is expected to be received by Parks from the City of Miami Beach in March 2003.
Improvements at North Shorecrest Park	Park and Recreation	The playground (phase 1) and access control (phase 1) are expected to be completed by the Fourth Quarter FY 2002-03.

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Continue several service reductions adopted as part of the FY 2001-2002 savings plan including reducing fleet replacement (\$88,000), and aligning the hours of operations at eleven seasonal pools to coincide with the public school summer vacation (\$111,000)	Park and Recreation	Continued to implement reductions initiated in FY 2001-02.
Adjust fees including minor increases in select winter and summer golf rates consistent with other golf courses, admission to the Miami Metrozoo to \$11.27 for adults and \$6.57 for children boat ramps, after school programs, campgrounds, L&P Thompson Lake, Redland Fruit & Spice Park, parking at various facilities, Tropical Equestrian Center, and event fees, photo and video shoots, and new programs at the Deering Estate at Cutler	Park and Recreation	All fee adjustments were implemented in the First Quarter FY 2002-03; except for Miami Metrozoo pending the Aviary completion. Fee increases will take place in the Third Quarter FY 2002-03 with the Grand Opening of the Aviary.
Reduce the level of staffing and commodities at several non-programmed facilities (saving \$400,000)	Park and Recreation	Completed. Implemented reductions in the 1st Quarter FY 2002-03.
Expand and diversify recreational programming; increase security and condition of facilities; enhance services by establishing and promoting new events and programs and creating more partnership opportunities.	Park and Recreation	Additional funds for recreational programming, security, condition of facilities, establishing and promoting new events and programs were not approved.
Acquire and develop new facilities to meet community needs; restore and maintain natural areas, including completion of the final phase of Safe Neighborhood Parks (SNP) funded restoration	Park and Recreation	Continue to acquire and develop as opportunities/funding permits. Completion of SNP funded restoration of natural areas is expected to be completed by the Fourth Quarter FY 2002-03.
Open new and expanded facilities - Amelia Earhart Park soccer complex	Park and Recreation	Soccer complex contract was awarded and construction is underway and estimated to be completed by Third Quarter FY 2002-03.
Open new and expanded facilities - Crandon Park beach 46 cabanas	Park and Recreation	Cabanas renovation (phase 2) is expected to be completed by the Third Quarter FY 2002-03.
Open new and expanded facilities - 2 soccer fields and a playground at Deerwood Park	Park and Recreation	Impact fee and QNIP funds allocated - pending project schedules.
Open new and expanded facilities - Greynolds Park campground to include nine cabins, mess hall and new washroom facility	Park and Recreation	Construction expected to be completed by the Fourth Quarter FY 2002-03.
Open new and expanded facilities - Miller's Pond Park soccer field and walkway	Park and Recreation	Completed. Soccer field: lighting and sodding were completed in the First Quarter of FY 2002-03. Walkways were completed in the Fourth Quarter FY 2001-02.
Open new and expanded facilities - Royale Green Park soccer field	Park and Recreation	Soccer field and irrigation is pending Dade County School Board (DCSB) agreement. Construction is contingent upon DCSB approval.
Open new and expanded facilities - Southridge Park stadium	Park and Recreation	The stadium field house, lighting and bleachers are expected to be completed in the Second Quarter FY 2002-03. The design phase of the recreation center and parking lot lights will begin in the Fourth Quarter FY 2002-03.

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Continue local park repairs and renovations (including \$500,000 for CBOs undertaking capital improvement projects at County parks), \$1.38million for areawide park repairs and renovations (including \$250,000 for Crandon Park improvements), \$300,000 for heavy and off-road equipment serving local and countywide parks, \$450,000 for beach maintenance equipment, \$250,000 for environmental and safety improvements, \$1.5 million for Golf Club of Miami improvements and \$200,000 for improvements to the Tropical Park Equestrian Center	Park and Recreation	\$1.55 million for areawide park repairs and renovations (including \$250,000 for Crandon Park improvements), \$150,000 for heavy off-road equipment, \$150,000 for beach maintenance equipment, \$250,000 for environmental and safety improvements, \$900,000 for Golf Club of Miami improvements and \$200,000 for improvements to the Tropical Equestrian Center. Purchases and improvements are underway.
Continue existing levels of maintenance for Countywide parks, including twice a day trash pick up on beaches in spring and summer; and continues existing level of grounds maintenance in neighborhood parks	Park and Recreation	Existing levels of service were implemented in the First Quarter FY 2002-03.
Maintain current areas covered by lifeguards at Crandon and Haulover beaches on weekdays during fall and winter (\$275,000) and maintain existing levels of Park security coverage	Park and Recreation	Existing levels of service were implemented in the First Quarter FY 2002-03.
Complete the parking lot expansion at Palmetto Golf Course to provide additional parking for the Miami-Dade Transit Agency busway	Park and Recreation	Construction is expected to be completed by Third Quarter FY 2002-03.
Complete stadium improvements at Tropical Park including the field house, ticket booth, and press box elevator	Park and Recreation	The field house, ticket booth, and press box elevator are expected to be completed by the Fourth Quarter of FY 2002-03.
Complete two new skeet/trap houses at Trail Glades Range	Park and Recreation	<p>For FY 2001-2002, the Trail Trap and Skeet Club was awarded a \$75,000 grant for improvements at Trail Glades Range, through the CBO competitive process. The proposed scope of work included: demolition of temporary skeet house; construction of a new skeet house; construction of one (1) new skeet field; purchase of four (4) skeet machines; addition of safety lighting; repairs to clubhouse (skeet office); repair of two (2) kiosks, construction of one (1) additional kiosk. (Please note, that there were never plans to complete two (2) new skeet/trap houses)</p> <p>None of the grant funds have been distributed and the projects have not been initiated because the grantee experienced serious organizational problems, including financial irregularities. In January 2003, the Department requested that the Club allow \$25,000 of the original \$75,000 be used toward development of a master plan for the facility, a pre-requisite to long-range improvements at the facility, and which would be beneficial to the Club. The Club agreed that the master plan expenditure was acceptable.</p>
Complete unincorporated area capital projects - restroom at Doral Park	Park and Recreation	The restroom building is expected to be completed by the Fourth Quarter FY 2002-03.
Complete unincorporated area capital projects - field center at Eureka Park	Park and Recreation	Field center and lighting upgrades are planned to be completed by the Second Quarter FY 2003-04.

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Complete unincorporated area capital projects - renovations to recreation building at Soar Park	Park and Recreation	Recreation building renovations are planned to be completed the First Quarter FY 2003-04.
Complete unincorporated area capital projects - two soccer fields, parking and walkway at Three Lakes Park	Park and Recreation	Parking lot and soccer field lighting are planned to be completed by the First Quarter FY 2003-04. Soccer field sodding is planned to be completed by Fourth Quarter FY 2002-03. Additional improvements contingent upon funding availability.
Complete unincorporated area capital projects - field center, two lighted soccer fields and parking at Kendall Soccer Park	Park and Recreation	Expected completion by Third Quarter FY 2002-03.
Complete unincorporated area capital projects - new recreation center at Cutler Ridge Park	Park and Recreation	Recreation center completion is expected to be completed by the Fourth Quarter FY 2002-03.
Complete unincorporated area capital projects - improvements at Norman and Jean Reach Park	Park and Recreation	Security lights and shelter are expected to be completed by Fourth Quarter FY 2003-04. Design phase has not been initiated.
Acquire new park land - Miami National Golf Course (name changed to West Kendale Lakes Park)	Park and Recreation	Miami National Golf Course (name changed to West Kendale Lakes Park - 5 acres) was acquired in the FY 2001-02.
Acquire new park land - Boystown (Camp Matecumbe)	Park and Recreation	Acquisition expected by the Third Quarter FY 2002-03.
Acquire new park land - additions to Kendall Indian Hammocks Park	Park and Recreation	In FY 2001-02, the Park/School agreements was expanded to add 11 acres to the park. An interdepartmental agreement is being worked on to obtain 22 acres for the east side of the park. Acquisition expected by the Second Quarter FY 2003-04.
Acquire new park land - additions to Gwen Cherry Park	Park and Recreation	Unwilling sellers have not permitted this acquisition. Reprogramming of funds is under review.
Acquire new park land - Scott Park	Park and Recreation	Acquisition is pending an interlocal agreement with the City of North Miami Beach.
Increase marketing and promotion of Park services and amenities (\$250,000)	Park and Recreation	"Been to the Park Lately?" campaign has been officially launched. Posted 5 billboards along major roads/expressways and in 26 bus shelters. Placing weekly ads in The Miami Herald Neighbors section from March through August 2003. Arts promotions for Cournocopia of the Arts and Music Mosaic Series were completed. Ecotourism promotions (Florida Sports Magazine, Where Magazine, Greater Miami Convention and Visitors Bureau Delegates Guide, etc.) were completed.

Appendix A: Service Improvements Report FY 2002-03

Service Improvements Adopted in FY 2002-03 Budget:	Department:	FY 2002-03 Second Quarter Status
Increase marketing and promotion Miami-Metrozoo (\$200,000)	Park and Recreation	Completed in the First Quarter FY 2002-03. Obtained (rented) the Jurassic Park exhibit and retrofitted the hall to house the exhibition. In an effort to attract patrons, new exhibits/attractions/special events need to be provided. This particular exhibit required a rental expense and retrofit of the hall to house it. In addition there were banners, a press release, and an article in the Toucan Talk magazine. The family exhibit featured re-created sculptures of the film's dinosaurs - alongside actual dinosaur discoveries and fossils. The exhibit explored scientific facts about dinosaurs and explains how artists and filmmakers combined science and imagination to create realistic-looking dinosaurs in the popular Spielberg film, <i>Jurassic Park: The Lost World</i> .
Add three positions at the Miami Metrozoo to increase group sales (\$40,000)	Park and Recreation	Currently recruiting and interviewing, expect to hire by the Third Quarter FY 2002-03.
Equip fifty vans, used for transporting children, with radios (\$75,000)	Park and Recreation	Reviewing technical specifications and cost of radios, expect to purchase and distribute by the Fourth Quarter FY 2002-03..